



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

MANAGEMENT SERVICES COORDINATOR
(EXECUTIVE OFFICE)

SOLICITATION No. **12-020**

OPENING DATE: **May 20, 2012**

CLOSING DATE: **June 10, 2012**

MARKET VALUE: **FSN-08 (USD 26,735 – USD 40,103 basic salary p.a.)**

POSITION GRADE: Full performance grade level for this position is: FSN-08. A training grade level, below FSN-08, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION

Under the minimal supervision of the USAID General Services Specialist, the incumbent coordinates management tasks and activities with Embassy GSO for the USAID/Executive Office. The incumbent is responsible for requesting housing accommodations for all incoming USAID employees. Incumbent maintains all NXP and EXP inventory and coordinates tracking of incoming Unaccompanied Air Baggage (UAB), for new arrivals and pack-out and delivery; Incumbent is responsible for the maintenance and serviceability of USAID/Iraq's official vehicles. The incumbent is also responsible for providing necessary logistics support, guidance on management matters and procedures to all new comers, arranging for translation services and answering requests for information; coordinating with Embassy for VIP visits to the Mission, escorting, and other related duties as assigned

DUTIES AND RESPONSIBILITIES

1. Acts as overall coordinator and point of contact for any GSO related task. The incumbent is responsible for requesting housing accommodations for all incoming employees. The incumbent shall keep Embassy Housing abreast of any changes in contract extensions or early departures of employees in order to maintain the same house location if contract extension applies. Coordinates with Embassy housing reservations. (30%)
2. Approves and screens receiving reports for EXP and NXP orders. Maintains all NXP inventory by recording bar scan codes, quantity and location of item(s) being issued. Supervises the placement of all NXP in offices and apartments. Receives EXP requests from office assistants and delivers supplies to requestors. Maintains EXP inventory and informs EXO about stock levels. Maintains and optimizes space in the file and supply storage rooms. Incumbent ensures that all safety regulations are enforced. Performs all EXP receiving functions including unpacking, identifying and checking items against receiving documents and acknowledging receipt on same; prepares Receiving Reports and supervises the posting of EXP to the Automated EXP system. (20%)
3. Schedules and coordinates UAB pack-outs with incoming and departing employees. Approves and verifies that charges for each pack-out invoice from shipper are in compliance with quote and rates. As needed, provides assistance to new employees in tracking their incoming shipments. Negotiates with shippers for best price and way to ship personal effects to employees. (20%)

4. Incumbent is responsible for the maintenance and serviceability of USAID/Iraq's official vehicles. On a daily basis, incumbent ensures that the vehicles are in optimal condition for the use of the Mission Director, Deputy Mission Director and OIG staff. Maintains daily records related to vehicle operation for all official vehicles which include maintenance reports, fuel/oil consumption reports and other periodical vehicle reporting. Compiles data and makes them available for regular USAID reporting. Incumbent maintains and updates VMIS and FAST reports on a monthly basis and submits to USAID/Washington. Incumbent schedules maintenance plan of all vehicles with PAE/GSO for regular service and unscheduled maintenance repair of the vehicles and ensures the vehicles are not used until fault/damage has been fixed. Incumbent ensures that vehicles have proper registration and follow up with Embassy's GSO on permissions and plates issuance. The incumbent prepares necessary paperwork in case of sale or transfer of any vehicle owned by USAID/Iraq. Prepares Vehicle Inventories Reports. Incumbent also prepares quarterly capitalized inventory reports. AMVFR (Annual Motor Vehicle Fleet Report and FAST Report.(20%)
5. Incumbent provides management customer service back-up support and does other related duties as assigned. (10)

REQUIRED QUALIFICATIONS

- A. **Education (15 points):** Two years College/University studies in Business Administration or related field is required.
- B. **Prior Work Experience (25 points):** At least three years of experience in Management, Administration or General Services is required.
- C. **Language Proficiency (15 points):** English Level III (good working knowledge) & Arabic Level IV (fluent).
- D. **Knowledge (25 points):** Good knowledge of the General Services section is critical for successful performance. Knowledge of regulations pertaining to General Services activities, Foreign Affairs Manual (FAM), and Foreign Affairs Handbook, housing related handbooks is critical. Finally, knowledge of host country customs and working practices.
- E. **Abilities and Skills (20 points):** Good interpersonal and communication skills are required. Ability to prioritize large numbers of varied tasks; be flexible when dealing with urgent/non-standard situations, good follow-up and ability to organize work and solve problems independently is required. Ability to use MS Office products is required. Must be customer-service oriented.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most recent Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov